

SANDY CITY
APPROVED CLASS SPECIFICATIONS

- I. Class Title: City Treasurer Revision Date: 2/2005
EEO Code: Off/Administrator
Status: Exempt (Admin)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Finance Director. Servers as the City's Treasurer, as defined in Utah State code 10-6-141. Performs major accounting and financial reporting activities and supervises Finance Division personnel.

III. Essential Duties

- * Hires, trains, disciplines, motivates and directs accounts payable personnel.
- * Serves as the designated City Treasurer as defined in Utah State Code 10-6-141.
- * Accounts for all revenues received by the City, including collections, assessments, taxes, etc.
- * Prepares annual assessment billings and performs collections on SID's.
- * Invests idle or required cash balances in accordance with the Utah Money Management Act to maximize rates of return for the City.
- * Prepares, coordinates and receives bank bids for banking services every 3-5 years.
- * Evaluates, on a daily basis, the City's cash position to assure sufficient funds are on hand to meet the City's payable and payroll requirements.
- * Works with financial institutions to maintain positive working relationships and to assure that appropriate investment opportunities are being provide to the City.
- * Maintains legally required balances in sinking fund, special improvements and guarantee fund accounts.
- * Works with bank trust departments to coordinate balances in bond guarantee funds, trust/escrow accounts, bond service reserve funds, etc.
- * Signs and disburses all checks issued by the City which have been approved by the Director of Finance and the Mayor.
- * Prepares and reviews the monthly budget reports and annual financial statements.
- * Works with auditors on yearly financial audit, including audit working papers.
- * Supervises functions of accounting including agreements, inter-fund charges, fixed assets, inventory, accounts payable, debt service, capital projects, and special revenue funds.
- * Review all entries required to have all governmental, and debt service funds stated in accordance with GAAP.

IV. Marginal Duties

- * Provides other city departments with budget information; answers questions from other departments on special financial information needs; performs miscellaneous special accounting projects.
- * Performs other duties as assigned.

V. Qualifications:

Education: Bachelor's degree in public administration, business administration, accounting and/or related field required. MPA/MBA/MAcc and/or CPA desired.

Experience: Five years related work experience, including at least three years municipal

administration and supervisory experience. May substitute up to two (2) years additional education for two (2) years experience, except required supervisory experience.

Knowledge of: Principles of management, supervision, auditing, planning, budgeting, general and governmental accounting, governmental finance and personnel principles and practices; cash management and budgeting; banking and investment principles and policies; payroll practices and laws; research and analysis methods; records retention and management; computer capabilities and applications, including spreadsheets, databases and work processing; correct use of the English language, spelling and vocabulary; mathematics.

Responsibility for: Important City records dealing with confidential matters; great responsibility for the care, condition, and use of materials, equipment, and money; supervision of accounting and accounts payable personnel.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgement to avoid friction; constant contact with the public presenting data that may influence important decisions. Some contact with the Mayor, city management staff and elected bodies on matters requiring explanations and discussion; must have excellent written and verbal communication skills.

Tool, Machine, Equipment Operation: Requires regular use of a personal computer (spreadsheet, database and word processing), mainframe, 10-key, printer, copier, and telephone system.

Analytical Ability: Organize, establish and delegate meaningful goals and assignments; communicate effectively verbally and in writing; balance multiple conflicting priorities and make decisions that are subject to criticism and interpersonal conflict; initiate and implement policy and procedures affecting fiscal management, security and City operations, apply complex concepts to the solution of problems.

VI. **Working Conditions:**

Generally comfortable working conditions, confined to an office setting; moderate mental pressure and exposure to stress and fatigue. Frequent exposure to deadlines. On-going contact with employees and the general public. Regular attendance and occasional overtime is necessary. Some weekend and evening work is required. Constant seeing and hearing is required

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.